



FORCE ADJUTANT NEWSLETTER

Force Adjutant Remarks

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My desire and hope is that this Newsletter brings with it information and answers to some of the questions that some may have as it relates to our duties.

As the Marines and Sailors from MARFORLANT continue to return home from Operation IRAQI FREEDOM and the Global War on Terrorism, we as Adjutants must do our part to assist with the transition. That assistance is ensuring that we remain vigilant in our day-to-day duties.

One of the many inherent duties include awards. As

we approach the end of the summer, we must pass the word that awards must be judicious and have ample justification, as well as adhere to submission timelines.



Additionally, November 2004 is a voting year, though it may seem distant, Voting Officers should be

preparing plans NOW to ensure Marines, Sailors, and families are ready and prepared to vote in 2004.

If there is anything that I can do better to assist anyone, please call or E-Mail me.

Enjoy the remaining summer days! Semper Fidelis.

- Captain G.A. Warner,
U.S. Marine Corps Forces,
Atlantic Adjutant

Separation Pay Determination Guidance

CMC(MMEA) is responsible for the determination of all separation pay in conjunction with denial of further service and ADSEP decisions. It is the command's responsibility to ensure a RELM is submitted "for separation pay de-

termination only" on Marines between 6 and 18 years of service who are processed for involuntary separation. This request, submitted via the Career Retention Specialist, should include the reasons for separation and recom-

mended separation code assignment.

For detailed instructions, see MARADMIN 141/03 or your Career Retention Specialist.



MARFORLANT Marine Corps Ball

In observance of the 228th birthday of the U.S. Marine Corps, the Commander, U.S. Marine Corps Forces, Atlantic will celebrate the 2003 Birthday Ball on Friday, November 7, 2003 at the Chesapeake Conference Center in Chesapeake, Virginia. The Guest of Honor will be General Alfred M. Gray, USMC (Retired).

price as the cost estimation is currently still in the works. Last year Pvt-Sgt's paid \$23, SNCO's paid \$31, and all others paid \$41.



The MARFORLANT Marine Corps Birthday Ball is open to all Hampton Roads area

military organizations. External commands are encouraged to attend the Birthday Ball Planning Committee meetings.

More information will follow and be disseminated appropriately as planning and coordination continues here at U.S. Marine Corps Forces, Atlantic.

Please call (757) 836-1548 for more information.

Guest tickets are limited to 1,050 individuals, so get your tickets early. The price of the tickets for 2003 will be a few dollars more than last year's

Awards

The Marine Corps Awards system is an effective system and fully supports individual recognition for Marines and Sailors who have served with distinction; but in order for the system to continue to run smoothly we must have everyone's cooperation. Now imagine you have success-

fully served 20 years in the military and you are due to retire, the day of your ceremony you receive an empty red folder due to the fact that your section and your command did not submit your award in a timely fashion, how would you feel about the military then? Sad thought,

but it happens! If you review MARFORLANTO 1650.1T for the awards submission timeline and the proper opening and closing lines, problems like this can be avoided. If there are any questions or concerns, please contact the MARFORLANT Awards section at (757) 836-1571.

Special Recognition Awards

Each year several National Service Organizations recognize individual Marines and Marine Corps Units for outstanding service. The categories of recognition range from job related expertise to community service and off duty volunteerism.

Notification of these awards is generally received via message and guidance is distributed from this Headquarters. Our guidance messages will give

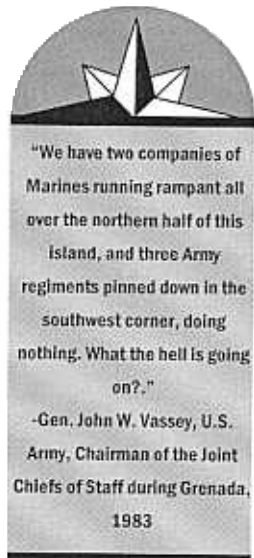
specifics as to forwarding nominations packages



straight to the requesting organization or here to the U.S. Marine Corps Forces, Atlan-

tic Adjutant for endorsement.

Of particular concern are the deadlines for receipt of nomination packages. As stated, these are National awards and are, by nature, very prestigious. It would be sad for a very highly competitive Marine to be disqualified from competition because the command simply neglected to get their nomination package in on time.



Government Travel Charge Card (GTCC)

Bravo-Zulu to all units that are at or below the minimum acceptable delinquency rate! The use of split disbursement has really seemed to make a difference.

Are there Agency Program Coordinators in your units that need training? Help is available at the EAGLS website help desk, or by attending training sessions.

EAGLS training sessions consists of one (1) full day of hands-on experience. Classes are held from 9:00 a.m. to

5:00 p.m. with intermittent breaks, and a one-hour scheduled lunch. Participants will learn the basics of operating and navigating the EAGLS



system, including the EAGLS Reporting Tool. Classes not meeting a minimum number of participants are subject to cancellation. There is no charge for EAGLS training. However, they do ask that you register ten (10) business days prior to the start date of

a class. Registration forms can be obtained on the Training Schedule and faxed to 757-441-4570.

If you are interested in hosting EAGLS training at your installation or facility, and have twenty-five or more A/OPC's requiring training, please contact the Training Coordinator, Reba Sutherland at 1-800-558-0548/Option 1.

The Fifth Annual GSA SmartPay Conference will be held in San Antonio, Texas from 19 to 21 August, 2003.

Misuse of Government Credit Cards

The misuse of government credit cards by DoD employees is a problem that has received national level attention. Commands should implement strengthened internal procedures to detect fraud and abuse of government credit cards, emphasize personal accountability, and provide consistent enforcement. Command security management will play a pivotal role in these

controls in all situations in which the employee requires security clearance eligibility or occupies a sensitive position. Command credit card managers will provide monthly reports, identifying accounts that are delinquent. All delinquencies exceeding 90 days will be reported to the command security manager and any instances of suspected fraud will be reported

to NCIS. Security managers will report all delinquencies that remain unresolved after 120 days to DON CAF and will make a determination regarding suspension of access to classified information. Command security managers will remind everyone of the security implications of financial responsibility on a regular basis. More information is available at: "www.navysecurity.navy.mil".

MMEA Command Visit Schedule

As a reminder, the Marines of the enlisted assignment branch look forward to visiting your commands and making contact with your Marines. These visits have a positive impact on the enlisted assignment and retention interests of our Corps. The CMC (MMEA) will visit overseas, East Coast, and West Coast commands in accordance with the following

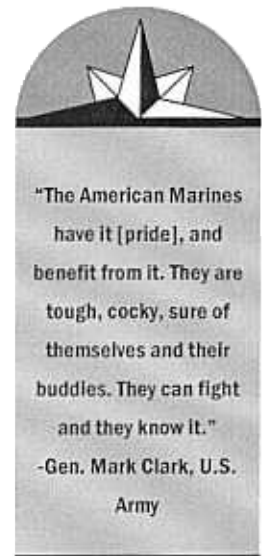
schedules:

- MARFORLANT Oct 15-17
- II MEF Oct 26 - Nov 5

Each command visit will provide briefings which target officer, SNCO leadership, and every enlisted Marine at your command. CMC (MMEA) will provide several briefs targeting a multitude of audiences, as well as having the monitors and career coun-

selors available for interviews and counseling. Maximum participation from all levels of command is desirable. A detailed schedule for each command listed above will be published 30 days prior to the scheduled visit.

See MARADMIN 330/03 for more information.



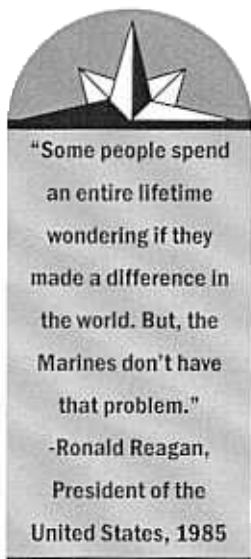
Officer Programs

Applications for FY04 Marine Enlisted Commissioning Education Program (MECEP) and Broadened Opportunity for Officer Selection and Training (BOOST) Program must reach the Commanding General, Marine Corps Recruiting Command (ON), 3280 Russell Road, Quantico, VA 22134-5103 no later than 3 October 2003. For more information, see MARADMIN 086/03 AND 087/03 for details.

The Commander, U.S. Marine Corps Forces Atlantic is

not required to endorse packages that have a Commanding General in the administrative chain.

To ensure that packages are administratively correct and complete, it is a good idea to develop a checklist for each application. Package requirements are listed in MCO 1560.15L for the MECEP program and MCO 1560.24D for the BOOST Program. These requirements can be easily formatted into a checklist that can be used as a great administrative tool.



Meritorious Promotions

As one of the senior enlisted administrators for U.S. Marine Corps Forces, Atlantic, I had the privilege of acting as recorder and administrative supporter of the last two meritorious Staff Non-Commissioned Officer promotion boards. Overall, the

Marines' records were accurate and complete, however, there were a few that had inconsistencies in 3270 and the Marine's OMPF. This was especially true in regards to awards and schools.

Change 1 to the Staff Non-

Commissioned Officer Meritorious Promotion Board Order (MARFORLANTO 1400.1) was signed on 21 March 2003 and is available at the MARFORLANT G-1 website.

-MGySgt S.E. Smyley

MMOA Command Visit Schedule



As a reminder, the CMC (MMOA) will visit each command as scheduled below to provide professional military education, conduct assignment counseling, and dis-

cuss assignment issues with the senior leadership of the G-1's of each command. A brief on items of general interest to the Officer Corps including command screening, performance evaluation, and career development will also be provided. It is highly encouraged that all available officers attend these briefs. Representatives from the CMC (MMOA-4) officer counseling section and reserve affairs will also

participate in a significant number of visits.

* Norfolk: MARFORLANT, EWTGLANT (9 SEP)

* MCAS Beaufort, MCRD PI (11-12 SEP)

* CLNC, MCAS CP, MCAS NR (15-19 SEP)

See MARADMIN 335/03 for detailed information.

Mail Room Operations

When sending correspondence that has a deadline, keep in mind that official mail that is routed through military postal services will normally be consolidated with other correspondence going to the same location. This may delay the arrival of your packages to their final destination.

It is time to emphasize the authorized use of appropriated funds to pay for the sending of invitations and RSVP cards by military activities and individuals.

The only invitations that are authorized are official announcements of official retirement, promotion, award,



and change-of-command. Retirement ceremonies become "official" when coincident with a change of command ceremony or when not

coincident with a change of command ceremony, but judged "official" by the senior military officer within the immediate command concerned. This means that all retirement ceremony invitations not coincident with a change of command must be approved by the Commanding Officer, and the invitation must read as follows: "THE COMMANDING OFFICER INVITES..." or "THE COMMANDING OFFICER REQUESTS THE PLEASURE..."

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Voting Information



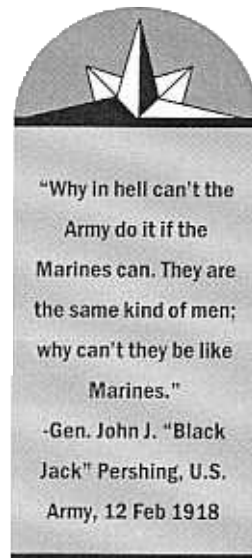
Voting Assistance Officers, it is time to remind your new arrivals to notify their local election officials of their new

mailing address because election materials are generally not forwarded in the mail when they move.

If voting training is needed in your area, e-mail vote@fvap.ncr.gov, call (703)784-9511, DSN: 278-9511 or Fax (703) 784-9828.

Ensure that everyone you assist is aware of upcoming elections

For more information go to "<http://www.fvap.gov/>" or "https://lnweb1.manpower.usmc.mil/manpower/mi/mra_ofct.nsf/mrp/."



Publications & Orders

The Adjutant's link on MARFORLANT's website is up and running! The majority of MARFORLANT Orders are available for printing or downloading. Orders that are not available are currently being updated and will be added as they are completed. Contact GySgt Marshall or Cpl Torres for copies of Orders that are not resident on the website. Our website is at "<http://www.marforlant.usmc.mil/G1/FILESDIRECTVS.htm>".

Country Clearance Information

You just received the word that you will be going TAD for 6 months to Djibouti. What do you do first? Aside from calling your significant other, your first call should be to your Adjutant's office for your country clearance request. Here is some of the information necessary to process all clearance requests:

(1) Country(ies) to be visited, (2) Traveler's info (name grade/title, organization and security clearance), (3) Dates of travel and itinerary (flight info if available), (4) Purpose of travel (be specific "official business" is not adequate), (5) Organization to be visited (local area POC), (6) Support required (billeting, transportation, etc.), (7) Date of completion of AT/FP training, (8) Travelers POC.

* Remember time is critical as many countries require at least a 10 day lead time to process all requests. Some countries require up to 30 days.

U.S. Marine Corps Forces, Atlantic
1468 Ingram Street
Norfolk, VA 23501-2506

COM: 757-836-1500
FAX: 757-836-2918
DSN: 836-1500

E-mail comments to: trajeg@marforlant.usmc.mil



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POINTS OF CONTACT

FORCE ADJUTANT	CAPT WARNER	(757) 836-1524
ASSISTANT ADJUTANT	1STLT TREJO	(757) 836-1573
ADJUTANT CHIEF	MGYSGT SMYLEY	(757) 836-0769
ADMINISTRATION CHIEF	GYSGT MARSHALL	(757) 836-1598
SECTION CHIEF	SGT FERREIRA	(757) 836-0768
CMCC CHIEF	SSGT ROBINSON	(757) 836-1558
AWARDS	CPL AQUINO	(757) 836-1571
FILES & DIRECTIVES	CPL TORRES	(757) 836-1560

Liberty

The following is the guidance for holiday observances. Commanders are authorized to determine final holiday observances based on their commitments. Supervisors are encouraged to approve annual leave/compensatory time requests for civilian personnel. All special liberty periods must be subject to Operational Risk Management Analysis with a specific focus on giving individual Marines and Sailors ample time to make the trip back safely. Based upon Commanders' analysis on a case-by-case basis, leave may be the only safe solution. The following is the holiday routine observances for the remainder of Calendar Year 2003 for MARFORLANT. For HQ, MARFORLANT, all special liberty starts end of normal business day and return start of normal business day.

<u>HOLIDAY</u>	<u>OBSERVED</u>	<u>DEPART</u>	<u>RETURN</u>
Labor Day	1 SEP 03	29 AUG 03	3 SEP 03
Columbus Day	13 OCT 03	10 OCT 03	14 OCT 03
Veteran's Day	10 NOV 03	7 NOV 03	11 NOV 03
Thanksgiving	27 NOV 03	26 NOV 03	1 DEC 03
Christmas	25 DEC 03	24 DEC 03	29 DEC 03
New Years Day	1 JAN 04	31 DEC 03	5 JAN 04

Mail Room Operations (Con't)

The following ARE UN-AUTHORIZED:

- Announcements and attendance responses related to DoD component branch anniversary parties or similar events.
- Social events related to the reassignment or resignation of individuals not in command positions.
- Invitations to social functions to satisfy personal social obligations, even if they are the result of an official position. For example, Christmas parties and receptions hosted by senior commanders are not official business. Appropriated fund postage will not be used to mail invitations to these functions.

The PRE-PAYMENT (placing postage, either by meter or individual postage stamp) on RSVP cards by the sending activity IS NOT AUTHORIZED UNDER ANY CIRCUMSTANCES. RSVP cards are only authorized if the recipient is required to pay postage to mail the card back. Cards are pre-printed with the Mailing Facility's Business Reply Mail (BRM) permit number allowing for the payment of only those cards that are returned.